

**Pollution Prevention Plan Quick Guide**  
**Use Category**

**1. Management Policy**

A statement of facility-wide management policy regarding toxics use reduction.

**2. A. Toxics Used**

**Chemical 1**

B. Identification, analysis and evaluation of any appropriate technologies, procedures, processes, equipment or production changes that may be utilized by the facility to reduce the amount or toxicity of toxics used by the facility, including a financial analysis of the costs and benefits of reducing the amount of toxics used. This portion of the plan must employ the hierarchy of reduction techniques established under §2302 of the Toxics Law.

C. A strategy and schedule for implementing practicable reduction options for each production process utilized to meet reduction goals.

\*\*\*\*\***Example:**\*\*\*\*\*

- P2 Solution 1** - describe the chemical substitute, process change or modification, or equipment change or modification that will help reduce the use of this chemical
- discuss the financial costs (good and bad) associated with implementing the above solution by trying to include "seen" costs (substitute chemical costs, equipment purchase costs etc) and also the "hidden" costs (process change downtime and training, insurance and liability, employee health benefits, regulatory relief including fines and reporting, economic growth from enhanced corporate image)
  - if above solution is practicable, include a possible timeframe for implementation

**P2 Solution 2 etc....**

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**Chemical 2**

B. Identification, analysis and evaluation of any appropriate technologies, procedures, processes, equipment or production changes that may be utilized by the facility to reduce the amount or toxicity of toxics used by the facility, including a financial analysis of the costs and benefits of reducing the amount or toxicity of toxics used. This portion of the plan must employ the hierarchy of reduction techniques established under §2302 of the Toxics Law.

C. A strategy and schedule for implementing practicable reduction options for each production process utilized to meet reduction goals.

**E. A program for maintaining records on toxics used and management costs.**

## 2-A.

## Facility Goals

The facility's 2-year numeric goals for reducing the aggregate amount of toxics used at the facility by 2002, 2004 and 2006. The goals must be established per unit of product to account for changes in the level of production activity from year to year.

**2002 Goal**  
\_\_\_\_\_ %

**2004 Goal**  
\_\_\_\_\_ %

**2006 Goal**  
\_\_\_\_\_ %

## 3.

## Internal plan approval

The signature of a senior official with management responsibility for the person or persons completing the plan.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 4. Employee involvement, awareness and training

An employee awareness and training program consistent with the requirements of §2306 of the Toxics Law. to involve employees in toxics use reduction planning and implementation to the maximum amount feasible.

### *Example:*

- Monthly/ yearly meetings where employees are notified of the toxics used that are reported to the Toxics Program and the efforts the company is making and will continue to make to reduce them
- Involvement of the employees in the planning process by receiving suggestions at meetings/trainings or a suggestion box
- Incentive plan for employees to make suggestions such as monetary awards based on suggestions that end up saving the company money